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20 APR 1964

## MEMORANDUM FOR THE RECORD

SUBJECT : Physical Fitness Program

1. On 17 April a meeting was held in the Office of the Director of Personnel to discuss developing and instituting a physical fitness program and facility in CIA. In addition to the Director of Personnel, the following were in attendance:

[redacted] Office of [redacted] Personnel. The meeting was the result of several preliminary meetings and discussions initiated by [redacted] as a result of interest by the Executive Director - Comptroller in developing a physical fitness facility for Agency employees.

2. The group discussed in general terms the kind of program we might want, the extent to which the expenses for the facility should be borne by membership dues or by the Agency, and various other related questions. The group also visited several possible sites in the basement and the first floor for a physical fitness room.

3. The group also discussed the extent to which Agency needs required a physical fitness facility, e.g., operational personnel. Also, [redacted] led a discussion of the medical aspects of physical fitness and the importance of a physical fitness program for Agency employees. [redacted] felt that if the Director determined that certain types of Agency employees should be kept in top physical shape for operational or other employment needs, Agency funds can be used for the purpose of purchasing equipment for a physical fitness facility in the Agency. As a side product of the principal Agency need, the facility could be made available to other Agency employees on a fee basis so as to overcome any objection to making official funds available for recreation or other personal employee needs. Responsibility for the facility could be integrated into the Agency's Recreation Association.

4. As a result of the many expressions of interest in continuing the exploration of a physical fitness program and facility in the Agency, the Director of Personnel appointed those in attendance as a task force with [redacted] as chairman. Certain members of the group agreed to check certain questions out immediately:

- a. [redacted] agreed to obtain a precise statement of authority for Agency payment for equipment and other needs and the basis upon which such Agency payment may be made.

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[ ] agreed to investigate the medical aspects of developing and making available a physical fitness program as one aspect of the overall physical fitness facility.

c. [ ] agreed to submit specifications of the various sites which could be used for a physical fitness facility.

[ ] planned to obtain from DD/P elements statements as to the extent to which a physical fitness facility would assist operational personnel.

e. [ ] agreed to look into the types of equipment that might be purchased as well as to look into the availability of the adjoining property to the Headquarters Building.

5. The task force agreed to keep in touch and to proceed with the resolution of the various questions inherent in developing a physical fitness facility as a preliminary to submitting a specific proposal to higher authority.

[ ]

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Chief, Benefits and Services Division

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